

Wastewater Collection System Operation and Maintenance Manual Certification Checklist

Form 8700-310 (R 12/06)

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Notice: This form is authorized by s. NR 162.12(1)(k)(1), Wis. Adm. Code. Receipt of this information by the Department is mandatory to obtain a CWFPP loan. Failure to submit a completed form may result in denial of loan funds for the project. Personal information collected on this form will be used for program administration and may be made available to requesters as required by Wisconsin Open Records law [s. 19.31–19.39, Wis. Stats.].

Facility Information

Municipality Name	Clean Water Fund Project No.	Plan & Spec Approval No.	WPDES Permit No.	
Address		City	State	ZIP
Name of Firm that Prepared Manual	Name of Individual who Prepared Manual	Phone Number	E-Mail Address	
Checklist Completed By	Phone Number	E-Mail Address		

Municipality Certification

We certify that to the best of our knowledge and belief, the information provided on this form and any associated attachments are true, accurate and complete.

Project Engineer Name	Title		
Signature		Date Signed	
Authorized Representative Name	Title		
Signature		Date Signed	

Facility Operator Certification

I certify that I have reviewed the Operation and Maintenance Manual developed for this project and find that the manual meets the information and training requirements for this facility.

Facility Certified Operator Name	Title		
Signature		Date Signed	

Leave Blank – DNR Use Only

This certification checklist has been reviewed by me and is acceptable.

DNR Reviewer Name	Date Received
Reviewer Signature	Date Reviewed

NOTE: An acceptable Operation and Maintenance (O&M) Manual must address the applicable items in this checklist. For upgrading projects, addenda or revisions to the existing O&M manual may be provided. The applicable portions of this checklist should then be completed for the addenda or revisions. Manufacturers' Manuals and other standard reference materials do not need to be included with the copy of the manual provided to DNR.

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A. General	Page No.	Satisfactory	N/A
1. Table of Contents			
2. Introduction – Purpose and use of the manual			
3. Contact Information			
a. Emergency telephone numbers and addresses			
b. Telephone number, address, contact person for:			
i. Utilities			
ii. DNR regional and central office			
4. Format			
a. Text written to operator			
b. Manual is an instructional tool			
c. Manual is organized and makes sense			
i. General information and discussion			
ii. Inspection, operation and maintenance sections including specific safety procedures and concerns			
d. Appendices			
e. Will user find manual helpful (satisfactory)			
f. Index Tabs			
B. Staffing			
1. Line diagram showing each position			
2. General description of responsibility of each position			
3. Qualifications required for each position			
C. Spill and Bypass Events			
1. Reporting procedures and contacts			
2. Sanitary Sewer Overflow or Bypass Notification Report (Form 3400-184)			
D. Safety			
1. General discussion			
2. Personal hygiene			
3. Hazards			
a. Physical injuries			
b. Pathogens (recommended inoculations)			
c. Oxygen deficiency and noxious gases			
d. Electrical safety			
e. Explosion and fire			
f. Chemical safety			
g. Equipment safety			
h. Laboratory safety			
i. Traffic and roadway safety			
4. Definition of confined spaces and applicable rules and regulations for entry			
5. Safety procedures for confined space entry			
6. List of specific hazardous areas and confined spaces at treatment facility/collection system			
7. List of actual chemicals used and a Material Safety Data Sheet (MSDS) for each			
8. Safety equipment and first aid kits (types and locations)			
9. Accident reports			
10. Job safety instruction and training			

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E. Security and Emergencies	Page No.	Satisfactory	N/A
1. Vulnerability Assessment			
2. Emergency Response Plan			
3. Emergency Operating Plan			
4. Emergency Generators and Pumps			
a. Functional description, location and procedures			
b. Startup and normal operation			
c. Emergency repair procedures and procedures for obtaining outside help			
d. Trouble shooting guide (table format)			
e. Safety associated with tasks			
F. Operation and Maintenance			
1. Sewers and Manholes			
a. Functional description of system (may refer to maps and general description)			
b. Normal operation, alternative operation and emergency operation			
c. Inspections			
d. Maintenance tasks, schedules and procedures			
e. Trouble shooting guide (table format)			
f. Safety associated with tasks			
2. Lift Stations			
a. Function, location and description of lift stations			
b. Schematic drawing			
c. Normal operation, startup, alternate operation and emergency operation			
d. Maintenance tasks, schedules and procedures			
e. Trouble shooting guide (table format)			
f. Safety associated with tasks			
3. Sewer Cleaning Equipment			
a. Function and location of equipment (each unit)			
b. Trouble shooting guide (table format)			
c. Safety associated with tasks			
4. Safety Equipment			
a. Tasks and procedures			
b. Personnel assigned to each task			
c. Schedules by which tasks are done			
d. Trouble shooting guide (table format)			
5. Appurtenances (inverted siphons, chlorinators, air relief valves, telemetering equipment, etc.)			
a. Functional description, schematics and location			
b. Normal operation, alternate operation and emergency operation			
c. Mechanical and/or electrical components			
d. Trouble shooting guide (table format)			
e. Safety associated with tasks			
G. Appendices			
1. WPDES General Permit WI-0047341 "Bypasses or Overflows from Sewage Collections Systems"			
2. Sewer use ordinance and user charge system			
3. Sewer System Map			
4. Capacity, Management, Operation & Maintenance Program (if applicable)			
5. Compliance Maintenance Annual Report (CMAR): Collection System Section			

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G. Appendices (continued)	Page No.	Satisfactory	N/A
6. Summary of purchase order system and forms			
7. Summary of equipment inventory systems and forms			
8. Summary of mutual aid system (formal and informal)			
9. List of known or suspected dangerous locations, danger and mitigative actions			
10. List of manufacturers O&M manuals and location			
11. List of equipment and material suppliers and service representatives with address and telephone number			
12. List of safety equipment and respective location			

Wastewater Collection Systems Recommended Reference Materials	Check if Provided
1. Wastewater Collection Systems Management (WEF MOP-7)	
2. Operation & Maintenance of Wastewater Collections Systems (Calif. State Univ. -Sacramento Field Study Training Manuals)	
3. Collection Systems: Methods For Evaluating & Improving Performance (Calif. State University-Sacramento Manual)	
4. Confined Space Entry (WEF) or other: _____	
5. Safety & Health at Wastewater Systems (WEF MOP-1)	
6. Biological Hazards at Wastewater Treatment Facilities (WEF)	
7. WEF or other Collection System Reference Books as they apply. List additional books, if provided:	
8. Security Vulnerability Self-Assessment Guide for Wastewater Systems (WRWA)	
9. Wisconsin Administrative Code as they apply: <input type="checkbox"/> NR 110 – Sewerage Systems <input type="checkbox"/> NR 208 – Compliance Maintenance <input type="checkbox"/> NR 210 – Sewage Treatment Works	

COMMENTS